| **Position:** Data Processing Manager II | Statewide |

Location: Information Systems Division
300 Capitol Mall, Suite 701, Sacramento, CA 95814

Issue Date: June 12, 2007	**Final Filing Date:** Until Filled
Contact/Telephone: Eva Adame, 916-323-6695	**Who May Apply:** Individuals who are currently in these classifications, eligible for lateral transfer or promotion, or reachable on a certification list. SROA and surplus employees encouraged to apply.
California Relay Service: 1-800-735-2929	**Position Number(s):** 051-640-1384-015 Reference #07-151

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of a Data Processing Manager III, the Data Processing Manager II will lead and manage a team of professional and technical staff, including Senior Information Systems Analysts and Programmers. The team is responsible for the planning and implementation of enterprise-wide, highly complex electronic information processing systems consisting of modern technology. The projects assigned to the team have enterprise-wide and global impact in the technology infrastructure including the design, development, deployment and maintenance of the Controller's Office Internet, Intranet web sites and web applications. The incumbent also serves in a Project Manager capacity on the Local Government e-Claims Project.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

PROJECT MANAGEMENT, COORDINATION AND SUPERVISION

- Identify and obtain management approval of project scope, budget, staffing (both internal and external) and schedule using the Department of Technology Services (DTS) project management methodology and practices.
- Develop project management work plans. Establish and track priorities, dependencies, completion dates, and monitor progress. Use automated online project management software to accomplish all project management activities.
- Provide direction concerning changes in priorities, project scope and schedule.
- Implement risk, change control, and issue management processes for each project.
- Report progress of projects and related activities in meetings and written reports.
- Implement and facilitate a quality control process to be used and applied to consultants or contract staff deliverables.
- Prepare, participate or direct project documentation (feasibility studies (FSR's), special project

reports (SPR), and Independent Project Oversight Review (IPORS) on budget, staffing, schedule, issues or changes for presentation to senior management.

- Prepare, participate or direct personal service contracts for consultants or contractors. Track time, deliverables, and expenditures for these services.
- Complete performance evaluations and address employee performance and productivity issues.
- Supervise the development of written standards, policies, procedures, and reporting criteria for each project.
- Coordinate the activities and assignments of the project team with those of vendors, consultants, contractors, and functional managers of support, operational, and customer staff.
- Create assignments and track status of specific tasks and deliverables assigned to multi-disciplined staff. Review for content, quality, and accuracy.

SUPERVISE SYSTEM DESIGN, ANALYSIS AND PROGRAMMING ACTIVITIES

- Define system, program and data requirements for Internet and Intranet Web Programming Applications.
- Develop alternatives and recommend preferred solutions in coordination with the DTS, contractors, third parties and customers.
- Design, develop, implement and maintain complex programs using languages such as PERL, Java, JavaScript, Visual Basic, VBScript, and Microsoft Active Server Pages (ASP) to interface with Oracle and Microsoft databases.
- Develop design specifications for Internet and Intranet Web applications, which addresses the business and technical impact of the project's complex technical components in terms of interoperability, security, and dependability.
- Development of system and program test plans that include integration.
- Implementation of the SCO Information Technology Strategic Plan

Applications will be screened and only the most qualified will be interviewed

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How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Information Systems Division
300 Capitol Mall, Suite 701
Sacramento, CA 95814

Attn: Eva Adame - Reference # 07-151 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD. 678.)